

**Administrative Permit: OFF PREMISE SIGN**

	FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING	\$740		2651
DPLU ENVIRONMENTAL			
DPW ENGINEERING			
DPW INITIAL STUDY REVIEW			
STORMWATER			
DEH	SEPTIC/WELL SEWER		
DPR			
<b>INITIAL DEPOSIT \$740</b>			

VIOLATION FEE: \$740

\* **See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

**NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.**

**- Please read and follow instructions Step by Step!! -**

**Step 1:**

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

- Plot Plan
- Owner authorization letter **(if Applicable, see note #3)**
- [346S Supplemental Application Form](#)

**Step 2:**

***In addition to the electronic copies on CD, all forms/plans listed under (Step 2) must be completed, signed and submitted as Hardcopies.***

- Plot Plans: **Five (5) hard copies.**  
If in Alpine CPG area, **Six (6) hard copies.**  
If in the (USD RIP) River Way Specific Plan area, **Seven (7) hard copies.**
- [346 Discretionary Permit Application Form](#): **One (1) hard copy.**
- [346S Supplemental Application Form](#): **One (1) hard copy.**

**All forms listed below are informational only and shall not be submitted.**

These are available at: [DPLU Zoning Forms](#).

- 906 Signature Requirements
- ZC001 Defense and Indemnification Agreement
- ZC090Z Typical Plot Plan

**This application requires an appointment to submit.  
To schedule or cancel appointments please call (858) 694-2262.**

**NOTES:**

1. Save **each** whole Study, Report, Plot Plan, Map, etc., **as a single PDF file on CD(s)**. Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. Plot plans and elevations showing all existing and proposed signs on site are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
3. Owner authorization letter. (If Applicable) A letter signed by the owner authorizing the applicant to apply for the permit.
4. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.